

PRIVACY IMPACT ASSESSMENT
Defense Reutilization and Marketing Service (DRMS)
Reutilization Modernization Program (RMP) Surplus Sales

1. **Department of Defense Component:** Defense Logistics Agency.
2. **Name of IT System:** Defense Reutilization and Marketing Service (DRMS) Reutilization Modernization Program (RMP) Surplus Sales.
3. **Budget System Identification Number (SNAP-IT Initiative Number):** 0329.
4. **System Identification Number(s) (IT Registry/Defense IT Portfolio Repository):** 482.
5. **IT Investment Unique Identifier (OMB Circular A-11):** N/A
6. **Privacy Act System of Records Notice Identifier:** S650.30, entitled "DRMS Surplus Sales Program Records." Currently awaiting publication in the Federal Register.
7. **OMB Information Collection Requirement Number and Expiration Date:** OMB NO: 0704-0382, EXPIRATION DATE: 02/29/2008; entitled "End Use Certificate", DLA FORM 1822.
8. **Authority to collect information:** 10 U.S.C. 133, Under Secretary of Defense for Acquisition and Technology; 40 U.S.C. 101 et seq., Federal Property and Administrative Services Act of 1949, as amended; 50 U.S.C. App. 2401 et seq., Export Control and 41 CFR part 101-45.
9. **Brief summary or overview of the IT system:** RMP is in the System Development and Demonstration phase of the DOD Integrated Defense Acquisition, Technology and Logistics Lifecycle. RMP will be a DLA Enterprise Business System (EBS) component. Information will be collected and maintained for the administration of the Defense Reutilization and Marketing Surplus Sales.
10. **Identifiable Information to be Collected and Nature / Source:** Biographical potential bidder information may be collected locally at overseas DRMOs via mail, fax, E-Mail, or Internet on-line bidder's form when a potential or actual bidder registers for a sale and /or places a bid. This same information may be collected for CONUS Hazardous and DEMIL¹ required National sales, and for Sales Venture Partnerships. Information that may be collected by RMP are: Bidder Registration Number; Bidder Identification Number; Bidder Last Name; First Name; Middle Name; Company Name; Attention Line; Street Address; City; State; Zip; Province; Country; Mailing Address; Mailing City; Mailing State; Zip; Mailing Province; Mailing Country; Commercial Phone; Fax Number. If a bidder is indebted, debarred, in default or has a bad check, information is manually added based on notification from DRMS finance or legal. All of this information will entered/stored in the Bidder Master File (BMF).

¹ DEMIL = Demilitarization. DEMIL Codes may be found at:
<http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>

11. Method of information collection: Information collected is via a paper Registration Form (DRMS Form 1581 – under revision to add a Privacy Act Statement) or, if bidding, a bid form (SF 114) which may be mailed or faxed; or via a bid on-line. Bidders awarded property other than DEMIL² A (except OCONUS, which requires this for DEMIL² A as well) receives an End Use Certificate (DLA Form 1822) via mail, fax, or e-mail to those bidders.

12. Purpose of the collection: Information is collected for the purpose of registering bidders for a sale and awarding property to successful bidders.

13. Data uses: If bidder places a high bid, the information will be used to award that bidder the property and ensure collection of proper payments. Additional information is collected via an End Use Certificate (DLA Form 1822) stating what will be done with the property after award.

14. Does system derive / create new data about individuals through aggregation? No.

15. Internal and External Sharing:

Internal to DLA: Information will be for internal use by DLA to administer sales contracts, ensure proper collection of payments and/or refunds due to successful bidders, and occasionally for conducting investigations. Information will be for use by the Defense Finance and Accounting Service (DFAS) in the posting of payments collected for property sold and the proper refund of any monies due to successful bidders. Investigators with the DLA Criminal Investigations Activity (DCIA) may use data when investigating a criminal or civil suit.

External to DLA: Information may be used by the Government Accountability Office (GAO) for auditing purposes. Data may also be provided under any of the Routine Uses published in the System of Record Notice and / or the DoD “Blanket Routine Uses” published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted: Opportunities to object to the collection or to consent to the specific uses and how consent is granted: Before information is collected on SF 114, the individual is provided a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing an individual to make an informed decision about providing the data. Although participation in the DRMS Surplus Sales Program is voluntary; the Statement advises that the information collected on SF 114 is mandatory prior to contract award; and failure to provide the requested data will result in rejection of bid or offer.

17. Information provided the individual at Collection, the Format, and the Means of delivery:

A Privacy Act system notice will be published in the Federal Register with a 30 day public comment period. Forms that collect personal data will contain a Privacy Act Statement, as

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<http://www.drms.dla.mil/publications/4160.14/CATBOOK/catbook.pdf>

required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

18. Data Controls:

Administrative: Mailed, faxed or electronic bids are gathered by a sales technician and stored in a safe until Bid Opening Date (BOD), only after which the Sales Contracting Officer can see them in order to make awards.

Physical: Paper registration or bidder forms are kept in a safe and later filed with the paper contracts in a secure file cabinet in a secure area of the DRMO.

Technical: RMP anticipates that any electronic information will be available only through access controls such as DLA controlled user identification / password, secure https websites, DLA controlled digital certificates and other controls as required in the future by the Defense Information Systems Agency at <http://www.disa.mil/>. Information Assurance specifics are at <http://iase.disa.mil/index2.html>.

19. Privacy Act Interface: S650.30, entitled "DRMS Surplus Sales Program Records."

20. Describe/evaluate any potential privacy risks regarding the collection, use, and sharing of the information in identifiable form. Describe/evaluate any privacy risks in providing individuals an opportunity to object/consent or in notifying individuals. Describe/evaluate further any risks posed by the adopted security measures: All information is kept in a secure environment, be it paper or electronic. Access is limited to those individuals that require and have authorization to access the information. Potential and actual bidders are made aware of any risks involved in providing the mandatory data required to place a bid and receive award of a contract.

21. Classification and Publication of Privacy Impact Assessment:

Classification: Unclassified.

Publication: This document will be posted either in full or in summary form on the DLA public website, http://www.dla.mil/public_info/efoia/privacy.asp.

DATA OWNER:

Name: [REDACTED]

(Signature)

(Date)

Title: Chief, Sales Office

Work Telephone Number: [REDACTED]

Email: [REDACTED]

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INFORMATION ASSURANCE OFFICER

for Name: [REDACTED]

(Signature)

(Date)

Title: Chief, Information Assurance

Work Telephone Number: [REDACTED]

Email: [REDACTED]

1/8/08

PRIVACY TECHNOLOGY ADVISOR:

Name: Lewis Oleinick

(Signature)

(Date)

Title: Team Lead, FOIA and Privacy Act Team

Work Telephone Number: [REDACTED]

Email: [REDACTED]

12-28-2007

REVIEWING OFFICIAL:

Name: Mae De Vincentis

(Signature)

(Date)

Title: DLA Chief Information Officer

Work Telephone Number: [REDACTED]

Email: [REDACTED]

1/18/08